

City of Lawrenceburg Job Description

Job Title: Park Maintenance Worker
Department: Parks and Recreation
Reports To: Department Manager
Prepared Date: May 2015

SUMMARY

Maintains and repairs property of City of Lawrenceburg by performing the following duties in a safe manner. Supervise and assign duties to Park Laborers, Work Release Workers, Community Service Workers, Volunteers, Seasonal Employees, and other personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform job assignments as required.

Receive written work orders and/or verbal instructions from Department Manager.

Assist in training and supervision of Park Laborers, Work Release Workers, Community Service Workers, Volunteers, Seasonal Employees, and other personnel.

Monitor work crews for productivity and adherence to employee policies and procedures.

Cut grass, trim weeds, spray pesticides, collect and dispose of trash, and pick up litter on city property, right-of-ways, parks, and sports fields.

Plant and maintain grass, trees, shrubs, flowers, and other landscaping duties as requested.

Identify, purchase and order equipment and supplies necessary for job assignments.

Prepare written reports as required.

Inspect, clean, maintain and set up park facilities and public properties for daily use and for special events.

Supervise special projects as assigned.

Paint and perform minor electrical and plumbing work as required.

Perform routine maintenance on machinery, tools, vehicles, and facilities.

Use a variety of hand tools and small machinery such as weed eater, chain saw, mower, hand tools, shovel, rakes, etc.

Open, close, lock and unlock facilities as necessary.

Assist other employees in the performance of their duties.

Maintain records of all work performed.

Follows all safety procedures and is able to identify, report and if needed to make repairs to safety hazards.

Assist in construction of new Park and Recreation facilities as required.

SUPERVISORY RESPONSIBILITIES

Supervise and train Park laborers, Work Release Workers, Community Service Workers, Volunteers, Seasonal Employees, and other personnel.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must have previous experience supervising employees. Prefer individual to have military background, public safety background, and/or leadership background. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Requires an academic High school diploma or General Equivalency Diploma (GED), and one to three years related supervisory experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, and other employees of the City.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid State Drivers License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED TO PERFORM JOB

Safety glasses, hearing protection, protective foot wear and safety vests are required to perform these tasks. With certain jobs hard hats may be required.